CS 167.11 Course Outline as of Summer 2011

CATALOG INFORMATION

Dept and Nbr: CS 167.11   Title: MS OUTLOOK
Full Title: Microsoft Outlook
Last Reviewed: 9/14/2020

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50		Lecture Scheduled	0.50	17.5	Lecture Scheduled	8.75
Minimum	0.50		Lab Scheduled	0	2	Lab Scheduled	0
			Contact DHR	0		Contact DHR	0
			Contact Total	0.50		Contact Total	8.75
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 17.50   Total Student Learning Hours: 26.25

Title 5 Category: AA Degree Applicable
Grading: P/NP Only
Repeatability: 34 - 4 Enrollments Total
Also Listed As:
Formerly: BOT 162.7

Catalog Description:
In this course students receive an overview of Outlook; work with Contacts building an Address Book; use the Calendar to set appointments, events, and meetings; compose emails in plain text and HTML sending to individuals and distribution lists; use Journal, Notes, and Tasks; and use Outlook with other applications.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: In this course students receive an overview of Outlook; work with Contacts building an Address Book; use the Calendar to set appointments, events, and meetings; compose emails in plain text and HTML sending to individuals and distribution lists; use Journal, Notes, and Tasks; and use Outlook with other applications. (P/NP Only)
Prerequisites/Corequisites:

Recommended:
Limits on Enrollment:
Transfer Credit:
Repeatability: 4 Enrollments Total

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:		Effective:		Inactive:
UC Transfer:		Effective:		Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Upon completion of the course, students will be able to:
1. Establish a contact directory with multiple fields.
2. Preview various layouts of printing contact directories.
3. Establish a personal calendar containing appointments, events, holidays, time zones, and recurring appointments.
4. Create tasks and use the journal.
5. Receive and send email messages; sort, group, filter, and view mail.
6. Integrate Outlook with other Microsoft applications.
7. Repeating students will demonstrate greater skill in designing and creating more complex contacts, schedules, and emails using advanced formatting techniques.

Topics and Scope:

1. Getting started with Outlook
   A. Starting Outlook
   B. Exploring Outlook folders
2. Working with Contacts
   A. Adding new entries
   B. Searching for entries
   C. Creating distribution lists
   D. Deleting entries and distribution lists
   E. Adding details to an entry
   F. Printing contacts
3. Using the Calendar
   A. Exploring the views
   B. Setting up appointments
   C. Managing appointments

    D. Adding events to the calendar
    E. Track appointments and events
    F. Setting recurring items
    G. Changing dates with Navigation Calendar
4. Using the Inbox
    A. Sending email
    B. Managing email
    C. Organizing email
    D. Setting rules for email
5. Using journal and notes
    A. Making journal entries
    B. Managing journals
    C. Using notes
6. Using Calendar to manage meetings
    A. Using the meeting planner
    B. Sending and responding to meeting requests
7. Using tasks
    A. Creating tasks
    B. Prioritizing tasks
    C. Deleting tasks
8. Using Outlook with other applications
    A. Importing and exporting data
    B. Sending email from Excel and Word
    C. Saving text from the Internet to Notes
9. Students repeating Outlook will complete assignments building on their skill level by employing the unique features of new versions of the software or applying more advanced application of the existing software.

Assignment:

1. Complete a collection of contacts using varying text fields.
2. Design multiple calendars including time zones, recurring appointments, events, categories, and meetings.
3. Send an email using both HyperText Markup Language (HTML) and plain text; using spell check, formatting, and creative stationery; and inserting graphics, attachments, and items.
4. Produce a product that uses Outlook in combination with another MS Office application (Word or Excel).
The finished assignments created by students repeating Outlook will be held to higher standards as they will be expected to use advanced techniques, newer features, and more complex tasks.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

	Writing 0 - 0%
None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.	

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Application problems		Problem solving 20 - 50%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Software functions		Skill Demonstrations 30 - 70%

Exams: All forms of formal testing, other than skill performance exams.

None		Exams 0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance, class participation		Other Category 5 - 30%

Representative Textbooks and Materials:
Outlook, by Carole Bennett, www.FreeloadPress.com, 2007.